



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, December 06, 2010

Opening:

The regular meeting of the Human Resources Board was called to order at 4:00 p.m. on Monday, December 06, 2010 in the City Hall 5th floor large conference room by Chairperson Ellie Bennett.

Present:

Excused Absence:

Unexcused Absence:

Bob Gordon
Ellie Bennett
Erin House
Arthur Butler
Jackalyn Rawlings
Robin Treen
Norman Powell
Woodie Rucker-Hughes
Jeremy Hammond
Rhonda Strout
Colene Torres

Guests:

Chris MacArthur – Council Member

Public Comment Period: No comments made.

A. Approval of November 01, 2010 Minutes

Motion to approve: Bob Gordon
Second: Robin Treen
Ayes: All

B. Agenda Items

1. Review of Human Resources Personnel Policies and Procedures - Jeremy Hammond, Deputy Human Resources Director

- Deputy Human Resources Director Jeremy Hammond presented the Board with four (4) policies for review and approval. The policies presented were Temporary Agency Services Program (I-11), Testing, Certification and Eligibility Lists (I-2), Furlough Policy (Voluntary/Unpaid) (V-7) and Criminal Background and Live Scan Policy (I-14).
- Board Member Powell requested a minor change to a typographical error in policy (V-7) Furlough Policy (Voluntary/Unpaid).
- Board Member House motioned to approve all four policies as revised, with a second by Board Member Powell. The motion passed unanimously.

2. Human Resources Board Role Clarification – Ellie Bennett, Chairperson

- Chairperson Ellie Bennett commenced a discussion regarding clarification of the Boards role.
- Board Member Rucker-Hughes indicated that she would like to see the Boards investigative powers restored and have the Board looked upon with the same respect that other Boards have.
- Board Member Treen indicated that he does not think the Board needs to have investigative powers because the HR Board is to serve in an advisory capacity.
- The HR Board decided to create an Ad-Hoc Committee to write a job description for their role and responsibility.
- The Ad-Hoc Committee will consist of Board Member Gordon, Rucker-Hughes and Butler. Board Member Butler will serve as the chair of the committee. Board Member Treen motioned to create the Ad-Hoc Committee with a second by Board Member Gordon. The Board's approval was unanimous.

Next Meeting: January 03, 2010, City Hall 5th Floor Large Conference Room.

Adjournment: Meeting was adjourned at 5:02 p.m. by Chairperson Ellie Bennett.

Minutes submitted by: Colene Torres _____